

Helpful Information When Submitting Program Plans to the Office of Price-Anderson Enforcement

All program plans are entered into a documents management database housed in the Office of Price-Anderson Enforcement. To help this office process the information accurately, we ask that the company or your office supply the following information:

- On the outside label of the CD, please give the company name and the kind of plan (QA, RPP, WS).
- The Cover Sheet found at <http://www.eh.doe.gov/enforce/ips.html> should be attached as a file on the CD.
- This office will assign a docket number to your plan, but we will maintain a record of the company number as well. You will be informed of the docket number if you have entered a point of contact and email address on your cover sheet.
- Some of our program plans arrive without the approval memo. If the program plan has been approved by default, please attach a note giving that information. Otherwise, we will make note that the plan did not have an approval memo.
- The effective date of the plan is also helpful information. If the company does not supply the plan's effective date, please write that date on the outside cover of the plan and initial it.
- If the changes from year to year are only editorial, we would like a copy of the company's letter or e-mail stating that there are no major revisions.
- Program plans should not be sent by e-mail because files may be too large. However, short attachments like approval memos or "no major revision" letters can be sent by e-mail.